

MEETING MINUTES - OCTOBER 12, 2021 DIVERSITY & INCLUSION COMMITTEE

Attendees: Voting members: Nakeya Miller, Priscilla Casna, Robert-Thomas Duclersaint, Tracey O' Keefe, William Watkins, Amie Pierce, Trinidad Carney

Agenda

- Open Meeting Laws
- Ethics Training
- Formalization of Appointments
- Review of charge & open call for amendments

Notes

- Open Meeting Laws:
 - Laws require open meetings if your board is providing recommendations to an official governing body
 - Any matter of public business where deliberation is needed we stick to the agenda, must be posted in advance and we vote to enter an executive action
 - 48 hours requirement (not incl, weekends and holidays)
 - No revisions to the agenda after it's posted without discussions and agreement from quorum board members
 - All discussion related to D&I work of this board must happen during the meetings. Think all correspondence should be discussed with quorum.
 - Q: when we receive appointments in mail, what are next steps?
 - A: We have two weeks to submit acknowledge of receipt of open meeting laws and an ethic test that must be completed and given to town clerk.
 - Quorum is majority of voting members so currently is 6 people. (6 voting members, 7 ex-officio)
 - Q: Does setting an agenda need Quorum?
 - A: Setting the agenda can be set by chair and co-chair.
 - Go by the standards set by Roberts Rules of Order
 - be respectful
 - everyone has a voice and should be allowed to be heard
 - Open floor to motion:
 - Motion to use Robert Rules of Order
 - Seconded
 - Do not hear or see an objection
 - 6 voting members present, decision is unanimous, we move forward with the motion to adopt Robert Rules of Order
- Ethics training:
 - Coming by mail, 2 weeks to submit
- Formalization of Appointments:

- o Ceremony to swear in members.
 - We can individually go to town clerk, but plan to come together to make it celebratory event
 - We have two weeks from appointment letters to formalize appointments
 - **Decisions: October 26th, 6 PM plan on formalize appointment celebration**
- o Status on ex-officio? Who have voting powers? Do the ex-officio have voting members?
 - Will try get confirmation by next BoS meeting of the below status:
 - Clergy: Pastor Sean has indicated interest, no further info
 - Police: Convo in passing, but nothing has been decided
 - BoH: Probably Katie G
 - BoS: Pam said she wanted to, but works. TA is auto delegate for the meeting and will be attending as ex-officio
 - EM: re-circulated request to the HS and have questions on supervisions, background checks etc. We have been invited to go to the school and speak with the HS D&I committee members. Having teens on committees may be tough.
 - What is background check req? Whenever working with minors
 - We have 3 people on the committee who already have CORY check, can they be the reps/supervisors to the HS? Can they go to hear student input.
 - Do we have to find students through school?
 - If a D&I board member becomes BoS do they become ex-officio or town voter
- Review of the charge:
 - o Discussion about current charge and desired changes
 - o Decisions to have individuals submit edits to the charge. Clerk will compile edits together for review and then discuss at meeting 11/09 meeting
 - solicit recs, clerk compiles and then motion to accept
 - o discuss the final collab document and we can make amendments in meeting
- Follow-up for 11/09 Meeting:
 - o BoS and Committee member - what are the rules?
 - o Nakeya and TC will do ex-officio fact finding and connect with Pamela Campanella and Greg Hanley.